

Gardner Bullis Elementary School is available to PAUSD students living in Los Altos Hills ...the transfer process for 2010/11 is currently underway *NOW*

Residents of Los Altos Hills served by PAUSD are familiar with the standard public-school matriculation of Nixon Elementary School → Terman Middle School → Gunn High School.

Based on joint arrangements between PAUSD and the Los Altos School District, PAUSD families living in Los Altos Hills can receive *multi-year* transfers to Gardner Bullis Elementary School. The typical matriculation under this arrangement would be **Gardner Bullis** → Terman Middle School → Gunn High School, with the same priority entering Terman for the 6th grade as Nixon Elementary and other PAUSD feeder schools do!

Gardner Bullis (GB) is an excellent school and is located much closer for many LAH residences at 25890 Fremont Road, near Town Hall. It reopened in August 2008 after extensive renovations, including a name change from Bullis-Purissima. For more information on Gardner Bullis' teachers, staff, PTA, facilities and programs; please visit: www.gardnerbullis.org/ 650-559-3200

For parents with students entering Kindergarten, an information meeting will be held at Gardner Bullis on **Thursday, January 28, at 6:30 pm**. LASD kindergarten enrollment forms will be distributed at that time. All completed Kindergarten enrollment forms should be returned between Wednesday, February 3 (1pm+) and Friday, February 12 (by 4pm) will receive equal admission priority.

If your student will be entering 1st grade of higher next fall, the LASD enrollment forms can be picked up at the Gardner Bullis office NOW. Completed 1st grade and higher enrollment forms should be returned by Friday, February 12 (4 pm).

If this is your first IDT request to Gardner Bullis, at the same time as you fill out the LASD enrollment forms, you will need to request an Inter-District Transfer (IDT) from PAUSD, *which will be valid for up to seven (7) years*. As with registering a new student, the priority window for requesting IDTs from PAUSD will begin January 7 and ends February 12, 2010. That transfer process is described at: <http://pausd.org/parents/registration/Transfers.shtml>

The PAUSD Gardner Bullis IDT forms are available at Gardner Bullis and LAH Town Hall as well as at the PAUSD Central Attendance Office at 25 Churchill Avenue. The PAUSD procedure document and IDT forms are also available on the LAH website.

Questions regarding the PAUSD IDT process: please contact Margie Mitchell, PAUSD Central Attendance Supervisor at 329-3761 (mmitchell@pausd.org).

Questions regarding LASD enrollment or their side of the IDT process: please contact Marcy Birnie, Executive Assistant to LASD Superintendent at 947-1152 (mbirnie@losaltos.k12.ca.us).

Thank you for considering this unique, multi-year opportunity to continue building Los Altos Hills' neighborhood elementary school. If you don't have children of elementary school age, please pass the word to your neighbors that do. Thank you!

Los Altos Hills Education Committee

... more details follow →

FAQ - PAUSD students wishing to attend Gardner Bullis Elementary School
(including a summary of documents and dates)

1. Where should I go to get necessary forms?

The *PAUSD Inter-District Transfer form* can be obtained from the PAUSD Central Attendance Office at 25 Churchill Avenue, Palo Alto. In addition, copies are available at Gardner Bullis, LAH Town Hall and on the LAH web site, at the end of these FAQs.

The *LASD enrollment forms* are available at Gardner Bullis. PAUSD parents will be asked to show a picture ID bearing any address in LAH or a utility bill, etc. Only one (1) document will be required since any final enrollment decision will await receipt of the IDT form from PAUSD, which requires enrollment in PAUSD as well. Multiple forms of identification and address verification are required during the PAUSD enrollment process.

2. When will the forms will be available?

PAUSD IDT and LASD enrollment forms (for grade 1+) are available now. LASD enrollment forms for Kindergarten will be available at Gardner Bullis on Thursday, 1/28 beginning at 6:30 pm.

3. When should the forms be turned in?

The PAUSD IDT form should be turned in to PAUSD as soon as possible but before February 7.

The LASD enrollment forms for Kindergarten should be returned to Gardner Bullis between Wednesday, February 3 (1pm+) and Friday, February 12 (by 4pm) to receive equal admission priority. Forms for grades 1 – 6 should be returned by Friday, February 12 (by 4pm).

4. Do we have to secure the IDT first, before completing the LASD enrollment document or vice versa?

NO. Both documents can be pursued in parallel. A final enrollment decision will depend on LASD having received both the IDT form from PAUSD and completed LASD enrollment forms.

5. Are there any meetings that parents should a parent attend?

Parents with entering Kindergarten students should attend the informational meeting at Gardner Bullis to be held on **Thursday, January 28, at 6:30 pm**. Kindergarten enrollment forms will be distributed at that time.

6. How does the IDT form get from PAUSD to LASD?

Without special handling, the PAUSD Central Attendance Office sends the completed IDT form to LASD. Parents can arrange with the PAUSD Attendance

Office to have the IDT faxed or can hand-carry the IDT to LASD themselves, if desired.

7. What should I do if my students currently attends private school?

As in the case of an entering Kindergarten student, you will need to register your student at PAUSD as well as to secure an IDT to Gardner Bullis. The PAUSD enrollment process is described and enrollment forms need to be completed on-line at: <http://pausd.org/parents/registration/index.shtml>

8. Once our IDT has been processed at PAUSD, do we have to re-apply in subsequent years to stay at Gardner Bullis?

NO. Your IDT is good through attendance in 6th grade at Gardner Bullis and you do NOT need to re-file with PAUSD. You have the option to return to PAUSD at any time.

9. When I want my student to return to PAUSD, what should I do?

First, let the Office at Gardner Bullis know so they can make the seat available for another student. Then, call/visit the PAUSD Central Attendance Office to arrange to re-enroll at PAUSD. You will have enrolled at PAUSD at the beginning of the IDT process or before but you will need to update your student's information and should do so within PAUSD's annual priority enrollment window.

10. What is my priority of re-entering PAUSD?

As noted in the PAUSD procedure document:

- If the student wishes to attend a PAUSD school anytime from Kindergarten through 5th grade (while attending Gardner Bullis), or has registered for 6th grade by the end of the Priority 1 deadline of their 5th grade year, the student shall have priority that is equal to continuing PAUSD students.

So, for the most common re-enrollment for the upcoming 6th grade at Terman, if your application occurs during the annual priority enrollment period at PAUSD, you will be afforded the same priority as students attending Nixon Elementary and other Terman feeder schools.

If your re-enrollment occurs after attending 6th grade at Gardner Bullis, you will be re-assigned to Terman on a space-available basis. Your priority will be the same as all those students applying to enter Terman for 7th grade, if it occurs during the PAUSD priority enrollment period.

11. When is the annual priority enrollment period at PAUSD?

The priority period varies slightly by year, depending on when winter break ends and lasts for about 30 days. For 2010, the PAUSD priority enrollment window is January 7 to February 12, 2009. All paperwork completed and turned in at PAUSD during this priority period will receive the same priority in being assigned

to the schools defined for the LAH attendance area (Nixon, Terman and Gunn).

12. Are there any points of possible confusion that have been noticed so far?

One small item has been noted thus far. The PAUSD procedure document defines the special handling provided for its LAH students attending Gardner Bullis, including the feature that:

- The Interdistrict Transfer will continue year-to-year and does not need to be renewed with the Palo Alto Unified School District up to and including the start of the students' 6th grade year.

PAUSD's standard IDT form is being used for GB IDT requests and mentions "one school year" in the context of talking about maintaining good behavior, etc:

4. Requests which have been granted will be in force for one school year and will remain in force only if the student meets the attendance, behavior, and academic requirements of the district requested.

This could confuse parents who rightly understand that the Gardner Bullis IDT is a multi-year document. Parents are advised to ignore the reference to "one school year" above since the PAUSD procedure document takes precedence. Once granted, a parent need not revisit PAUSD's Central Attendance Office until they wish to have their student return to PAUSD. For the purposes of returning to PAUSD, care should be exercised to re-enroll during PAUSD's annual priority enrollment period, which is typically from early January to early February each year.

13. Who should be approached with questions?

For PAUSD processing questions: Margie Mitchell, Central Attendance Supervisor, <mmitchell@pausd.org>, 329-3761

For LASD processing questions: Marcy Birnie, Executive Assistant to the Superintendent, <mbirnie@losaltos.k12.ca.us>, 947-1152

14. Is there anyone I can approach in LAH concerning the IDT process, etc.?

The LAH City Council established an Education Committee and the primary interface on the Committee for PAUSD is Duncan MacMillan. Feel free to contact him at dmcmlan@pacbell.net or 941-3697

15. What if we move into the Hills after the February 12 priority deadline?

The districts will continue to take registrations for the upcoming school year after the priority deadline. You can also register your child(ren) at any time for the current school year.

PLEASE CONTINUE READING TO THE NEXT PAGES for copies of the PAUSD PROCEDURE DOCUMENT and IDT FORM.

Printing the IDT form can save a trip to District Offices at 25 Churchill Avenue in Palo Alto.

----- Include PAUSD Procedure and IDT form (req permit) here -----

- PAUSD procedure document Gardner Bullis 081211
- PAUSD IDT req permit form Gardner Bullis 081211